



IESA State Speech Contest Hostbook

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IESA SPEECH HOSTING INFORMATION

2009-10

IESA Speech

Speech Host Information

Reminders:

- Determine contest date and notify the IESA Office.
- Contract judges as early as possible.
- An admission charge is required.
- Merchandise will be available at all contest locations. The Cubby Hole will contact all contest hosts regarding contest merchandise. Contest hosts are required to sell merchandise at IESA speech contests.
- Contest entry information will be submitted on-line. The information will be available for you to access from the IESA website in an Excel format.
- The Committee recommends contacting the school who hosted the contest the previous year to capitalize on any tips they may have or highlight problems you can avoid.

Preparation for an IESA Speech Contest

This booklet was developed by members of the Speech Advisory Committee to facilitate your preparation for contest. Suggestions for changes should be forwarded to the IESA Office. It has been updated to reflect changes for 2009. Hosting an IESA Speech Contest is a great experience. Although it requires a great deal of work for the host school, you will reap benefits of knowing that you have pro-

vided the participating boys and girls an experience that will last a lifetime. The reward is seeing the joy, fun, and excitement of the participating boys and girls.

Preparation of schedules, floor plans, performance room locations, parking areas, entry sheets, and details governing behavior and general conduct must be accomplished as early as possible.

Carefully follow the speech contest regulations from the IESA Handbook and the 2009 Speech Terms and Conditions.

As soon as you have set your contest date, please contact the IESA Office with that information. We will notify your contest area with date and contact information.

Hosting Tips

- As you begin planning for your contest, review the sample financial report included in your host packet. Keep track of all expenses related to your contest. Keep in mind that the cost of the awards is an expense of your contest and will need to be paid for out of your contest funds. Include the total cost of awards in the check that you send to the IESA after your contest.
- Set your contest date as soon as possible. Contact the IESA Office with the date of your contest as soon as possible. If it is possible for you to contact the coaches in your area, please let them know the date.
- By the first of September, have the majority of your judges contracted. The Judge Representative will be hired by the IESA Office. Once the IESA has notified you of your Judge Representative, mail that person the appropriate materials for running the judge meeting. The name of the judge representative will be sent to you from the IESA Office. That person should also be hired as a judge for your contest.
- If you are not familiar with any judges, contact other coaches in your contest area for their recommendations. A judge list is provided to aid in your search for judges. You do not have to select your judges from this list alone.
- Contact your PTO or parents' group about food and help in running the contest. They will be a great help in concession and merchandise sales. Additionally, ask your office staff to help with contest preparation and contest day help. They are invaluable. Gather more volunteers than you think you may need.
- In early October, send a letter out to the coaches in your contest area to remind them to submit their entry information by the deadline. Additionally, remind them to contact you if there are any scheduling issues that you need to be aware of— siblings, early or late time slot, etc.
- Contact information for all schools can be accessed through the IESA website. Go to the IESA homepage which is www.iesa.org. On the left-hand side of the page, click on the "Member School Search" link.
- Lastly, take a deep breath and remember that no quality contest of this size happens without some problems— it's how you handle these problems that counts.

Contact the IESA Office with your contest date as soon as possible.

Speech Host Time Line

This is a general activity order to help you organize and plan for your contest:

1. **Determine the contest date.** Once this has been set, contact the IESA Office to inform them of the date.
2. **Determine the number of rooms and judges that you will use for contest.** The number of rooms that you will be using will be determined by your facility. Once you have determined the number of rooms, you will know how many judges to hire for your contest.
3. **Determine the method for scheduling and the approximate length of your contest day.** You can contact the IESA Office for the number of entries from the previous year for your contest area. You can also access this information from the Speech page of the IESA website (www.iesa.org).
4. **Begin to hire judges for your contest.** The IESA will provide you with a list of judges. You may also want to contact the host from the previous year for suggested judges. It is advisable to begin this process as early as possible.
5. **Begin to recruit volunteers/workers for your contest.** Recruit more than you think you may need.
6. **Map out the traffic pattern for your contest.** Areas to keep in mind when planning: concession area, restroom access, admission gate, central information center, gym or other large space, hospitality room, judge meeting room.
7. **Check your area entries regularly.** You can access this information through the IESA website. This will keep you updated as to which schools will be attending your contest and how many entries you can anticipate. You will be able to do this once the registration period begins.
8. **Confirm judges.** Copy and send the judge instructions to all judges who will be working your contest. Additionally, send them information regarding parking and when/where the judge meeting will take place.
9. **Confirm your volunteers and assign them to jobs.** Keep in mind that there will be cancellations the day of contest.
10. **Arrange for concession workers.** Make sure that you have someone who is in charge of ordering food and organizing workers. Additionally, they should also be in charge of IESA Speech Merchandise sales.
11. **Once the deadline for entering participant information has passed, download the spreadsheet/database for your area.** This will be all of the entry and participant information for your area.
12. **Open the contest box sent to you from the IESA.** This box will contain all of your adjudication sheets, labels, awards, and financial report. This box is sent via FedEx.
13. **Send the program/schedule to all participating schools.** This should include the schedule of events and all of the information regarding your school- location, room assignments, etc.
14. **Send all post-contest information to the IESA Office.** Don't forget to include the cost of awards in your check.

Recruit more volunteers than you think you will need.

Volunteer Workers

Selecting volunteers will be an extremely important aspect of your contest planning. Try to recruit your volunteers as early as possible. Additionally, plan on recruiting more volunteers than you will need. There are always cancellations on the day of contest.

*Solicit volunteers from school staff, high school students, PTA members, Booster Club members, etc. These people are

excellent especially if they have previously participated in contest.

*Make sure that all volunteers understand their duties and responsibilities prior to contest day.

*Office workers shall be responsible for checking contestant's time, recording, posting final ratings, and placing correct awards in envelopes.

Judges will not post the final ratings. Office workers are responsible for lowering the ratings and posting the final ratings. Make sure that your office workers are aware of this responsibility.

*Information center attendants are responsible for distributing general information regarding the host school and area to all guests.

Scheduling Your Contest

Option 1: Time Intervals

- Block your time schedule into ten-minute periods for all events. Allow adequate time between each event for those contestants with conflicts.
- Give each judge a ten-minute break in the morning and in the afternoon.
- Don't forget to schedule in a lunch break. It is a good idea to schedule all of the lunch breaks at once to avoid unnecessary noise in the hallways.

Time Limits for Events

Poetry: 4-7 minutes

Individual Events: 5-10 minutes

Individual Impromptu: 0-8 minutes

Duet Acting: 5-10 minutes

Improvisation: 0-8 minutes

Small Group: 5-10 minutes

Chorale: 6-10 minutes

Option 2: Session Scheduling

- A session is a block of time during which several presentations are made with the same judge.
- All participants and spectators remain in the performance room until each presentation has been made in that session.
- In most cases, 60 minutes is allotted for each block or round.
- Each performance room has five or six presentations scheduled per round.
- The number of rooms would be determined by the number of entries for the contest and the number of rooms and/or judges available.
- It is advisable to schedule a ten-minute break between each session to allow for delays and movement to other performance rooms.
- Don't forget to schedule in a lunch break. It is a good idea to schedule all of the lunch breaks at once to avoid unnecessary noise in the hallways.

When putting together the schedule you are going to distribute to the participating schools, make sure that you save all of your work. This will make it easier to make changes.

Scheduling Tips

- Determine the method by which you will schedule your contest– time intervals or sessions.
- Determine how many events each school is bringing.
- Schedule all those students with conflicts first.
- Next fill in the rest of the schools.
- Lastly, fill in your students in the remaining blanks. Always do this last, except for your own students with conflicts.
- Vary the type of work and schools that each judge will assesses.
- When scheduling, be aware that you should never put the same script in the same room or in the same session.
- Spread all of the of the Impromptu Duets throughout your schedule. Do not schedule them all with the same judge.
- When putting together the schedule you are going to distribute to the participating schools, make sure that you save all of your work. This will make it easier to make changes.
- Have schools contact you early with scheduling requests. This will help you avoid frustration. If a school has many special scheduling needs, you may want to ask them to provide you with a sample schedule. You can then use this as a guide when completing your schedule.

Contact judges with the enclosed contract forms as early as possible.

Judges

- Contact judges as early as possible. Judge contracts are available for you to download from the IESA website.
- You must hire qualified personnel to judge. Preferably from the list approved by the IESA Speech Advisory Committee. A copy of this list has been enclosed.
- Please familiarize yourself with By-law 2.133. "Speech contest hosts shall obtain judges for the contests, preferably from the approved list of judges provided by the IESA Office. Host schools shall provide the speech judges with complete rules for the conduct of the contest. All judges shall be people well-versed in the ability of elementary and junior high students to express ideas orally. No coach serving as a judge shall judge students from his or her own school."
- It is entirely unfair to the students to simply bring in warm bodies to fill the role of a judge. Please make sure that judges are familiar with IESA speech. As a host, you will receive far fewer complaints when judges are competent.
- At least 10 days before the contest, mail a copy of the judges instructions, speech regulations, and a copy of your program to all judges hired.
- Request that your judges read the instructions carefully before contest day.
- Inform judges of the exact time they must meet for the judge's instruction session conducted by the Judge Representative.
- Hold the meeting for judges 30 minutes prior to the scheduled start of the contest. The judge representative for your contest is responsible for chairing this meeting. **THIS IS A REQUIRED MEETING.** If a Judge Representative is not present, judges should still assemble before the contest begins and review the rules.
- You should provide judges with a copy of the Judge's Choice Award forms. Each judge should receive one form. Each form allows the judge to select 2 performances. You should collect the forms from all of your judges at the end of the day.
- Judges are to be paid \$20.00 per hour. No mileage is to be paid.
- Judge time begins with the mandatory judges' meeting held prior to your contest.
- Judges are not to be paid mileage. Only the Representative receives mileage.
- Be prepared to pay judges on contest day.
- **No coach serving as a judge shall rate students from his/her own school.**

What To Provide Your Judges

Prior to Contest– At least 10 days before the contest, mail a copy of the judge instructions, speech regulations, and a copy of your program to all judges hired.

Day of Contest– Furnish stopwatches or request that each judge bring one. Each judge will need two sharpened pencils. Each judge should also have a copy of the Judges Choice Award Form. Adjudication sheets should be in proper time sequence for each judge.

Judge Representatives

- The IESA Administrator will contract your judge representative. That name will be forwarded to you prior to your contest. Please make sure that you contact this individual. This individual may also be hired as a judge at your contest.
- The Judge Representative will resolve any questions or concerns at your contest with regard to judging or rule interpretation. Refer all coaches to the Judge Representative if they have questions or concerns.
- The Judge Representative will be responsible for conducting the mandatory judge meeting prior to the start of the contest day.
- The Judge Representative will be paid \$20.00 per hour and be reimbursed at the rate of \$0.415 per mile (driver only).

Judge Pay

- Pay judges at the end of their workday. Keep accurate record of their time.
- Judge pay should begin at the start of the judges meeting.
- Do not pay judges for attending the meeting if they did not attend.
- On the day of contest, provide each judge with a time sheet. Judges should return the time sheet to the contest office at the end of their workday.
- Judges should be paid \$20.00 per hour. No mileage should be paid to your judges. Only the Judge Rep. receives mileage.
- Judge Representatives should receive \$20.00 per hour and \$0.415 per mile- driver only.

How Many Judges to Hire

There are several things to consider when determining how many judges to hire.

1. How many rooms will you have available?
2. When would you like your contest to start and end?
3. The number of entries your contest area submitted the previous year.

Keep in mind that you should allocate 12 minutes per entry. With this information, you should be able to determine the number of judges you will need.

Another way to determine the number of judges is that a judge will average 20-25 entries in a day.

Included are some average numbers. These are all based

on a 4-5 hour day:

Less than 100 entries: 5-6 judges

100-150 entries: 6-8 judges

150-200 entries: 8-10 judges

200-250 entries: 10-13 judges

Please make sure that your judges have reviewed the most recent judge instructions and IESA Speech Terms & Conditions.

Biggest Complaints Regarding Judges

Please review this information with your judges prior to contest.

What students remember about their judge:

- * She didn't even smile.
- * His written and oral comments didn't match his rating.
- * She judged the piece of material instead of the performance.

- * He ran late all day.
- * She didn't even read the rule changes for this year.
- * He came to the judges' meeting late and missed the instructions.
- * She spent so long introducing herself that we fell behind.
- * He made a decision that was wrong instead of consulting the

Judge Rep. at the contest.

- * She wasn't flexible in allowing students to perform when they were double entered.
- * He didn't take the age and experience of the participants into account.

Make sure you send the judge materials to all the judges you hire.

All participating schools will need to go on-line to submit the number of entries they will have in each category. Schools will need to do this prior to the entry deadline and final entry deadline.

Participant Entries

Each school will submit their speech entries on-line. This is done through a two-step process.

1. All participating schools will need to go on-line to submit the number of entries they will have in each category. Schools will need to do this prior to the entry deadline and final entry deadline.

Once the IESA Office has received their entry fees, schools will be sent a password and instructions for registering their participant information.

2. Each school must submit their participant information on-line during the registration period. Participant information includes: names, years in speech, name of piece, special needs, year in school, etc.

Once the registration period

has closed, participant information will be made available to you. You will need to access the Speech Entry Center using your speech password.

Participant information for your contest area will be available by accessing the appropriate link. There will be a link for PC data and Mac data. After accessing the link you will be able to save the spreadsheet to your network or hard-drive.

If you have any problems accessing the data, please contact the IESA Office.

If any school in your area did not enter their participant information during the registration period, their information will be blank in the spreadsheet.

Those schools that did not enter their data online should forward their information to you in a format that is most convenient for you.

After the Participant Entry deadline, all event changes must be submitted to the host school with a \$25.00 check made payable to your school— i.e. changing a small group to a duet, or changing a duet to a solo. The fee was established to compensate the additional time spent by the host school.

Participant name changes within an entry or the elimination of an entry will continue to be accepted by host schools with no fee— i.e. changing personnel within an entry, dropping an entry, adding names to an entry. The Speech Advisory Committee would encourage you to finalize your event and participant information as early as possible to avoid scheduling issues and assessing late fees to participating schools.

Using the Spreadsheet

The participant information for your area will be available to you in a spreadsheet format. Here are some things that you should know:

- If no participant was entered for an event, the fields will be blank.
- Each participant will have their own data line. For instance— In a duet, there will be two lines in your spreadsheet designated for that event. Each event is given an entry ID number so that you will always know the students designated to the event. Students with the same entry ID number will be participating in that event to-

gether.

- The fields in your spreadsheet will be: school name, event name, event ID, last name, first name, selection, author, grade, year in contest, and special needs.

Once you have accessed and saved your information, you will be able to sort and manipulate the data for scheduling. If you are familiar with spreadsheets, you will have all of the information you need to begin scheduling.

If you are not familiar with spreadsheets, here are some tips.

- * Save the main worksheet as your master list.
- * Set-up worksheets within your spreadsheet for every room that you will be using for contest. On each worksheet, set-up your time schedule. This way you will be able to cut-and-paste students from the master list into the room list.
- * Use the sort function. This will allow you to sort the information by each column heading— participant name, event, year in school, etc.

Planning Items

1. Set up an information area in your main entrance. This could certainly be your admission table. This will give visitors a central place to ask questions and get directions.
2. Make large legible signs for your room assignments, concession area, judge meeting room, etc.
3. Make name tags for all of your workers. Or provide some means to identify these people to visiting schools/parents.
4. Solicit an adequate number of volunteer workers for contest day. Keep in mind: there will always be last minute cancellations on contest day. Recruit more volunteers than you think you will need.
5. Door/Hallway Monitors: Each room should have a door guard who will close the door until the performance or session is over. Younger students are not recommended for this position. Have several adults positioned within the contest hallways to remind people to be quiet outside of performance rooms.
6. Plan a hospitality area for judges, bus drivers, instructors, and school administrators. A \$100.00 allowance has been made for the cost of refreshments/hospitality.
 - A. Saturday Contests: Breakfast-type items and lunch– depending on the length of your contest.
 - B. Friday Night Contests: Serve food and drink consistently.
6. Plan for an admission gate and workers. An admission must be charged at your contest. The admission charge is: \$1.00 for K-8 students and senior citizens, \$2.00 for high school students and adults.
7. Emphasize to each school that they must provide adequate supervision for their students.
8. Assign a designated classroom or gymnasium space to each school as a “home base” in an area where students are not required to be absolutely quiet. Have each school regulate its own area. Emphasize that valuables should not be left in this area.
9. Include in your program your school’s liability policy.
10. Post signs in performance rooms and hallways that audience members are to turn all cell phones and beepers to “silent” mode or turn them off completely.
11. Concessions: This is a great potential money-maker for your school. Find a group within your school who would be interested in running the concession area– parent boosters, boy/girl scouts, 8th grade class trip, etc. Work with this group and distribute a menu to the participating schools prior to the contest.
12. Arrange for money boxes at those locations where you will need them.
13. Clean-up: Make sure you have arranged volunteers to help with the clean-up of your event– putting rooms back in order, etc.

Performance Rooms

- * Try to keep performance rooms grouped away from noisy areas.
- * Prepare performance rooms prior to contest day. Arrange the performance area for contestants. Please make the performance rooms as “performer-friendly” as possible. Performers will need a wide unobstructed area for their presentations.
- * Review the Speech Terms and Conditions for a list of props allowed for the various events.
- * The judge will need a chair and desk with an unobstructed view of the performance area.
- * Arrange seating for an audience.
- * Chorale Events: Be sure to schedule the events in a room large enough for a maximum of 20 performers.
- * You may also need a larger room for Small Group Acting events.
- * Remove objects from the performance areas that could confuse participants or judges. Also remove any objects that could potentially be considered props from the performance area. Please make the rooms as “performer-friendly” as possible.
- * Encourage participating coaches to check rooms on contest day.

Encourage coaches to check all performance rooms prior to the start of the contest judging. Coaches should report any room concerns to you prior to the start of judging.

**Have copies
of the
schedule
available on
contest day.**

Details for Contest Day

There are many things that you will be doing on contest day. Many of the items listed below may be addressed prior to contest.

- * Have extra copies of the schedule available on contest day.
- * Determine whether you will provide audience members with a copy of the schedule/program. If you are going to provide copies of the schedule/program, make these available at the admission table.
- * Assign a specific time period prior to contest judging and the judge meeting for coaches to inform you of entry changes– drops or substitutions. Please make sure that coaches understand that you will be flexible within reason. Not all requests will be accommodated. Additionally, make sure that coaches understand that any changes to the performance roster must go through the contest office. They may not make changes on their own.
- * Review all instructions and

responsibilities with your volunteer workers.

- * Runners are responsible for bringing the adjudication sheets from the contest rooms to the contest office.
- * Doorkeepers are responsible for maintaining discipline at the entrance of the contest rooms. Audience members are only to be allowed entrance into performance rooms during the scheduled breaks determined by the scheduling method. Never allow audience members in during a performance.
- * Hall monitors are responsible for maintaining a degree of quietness in the hallways of the performance areas. NOTE: Students of any age are not effective in this position.
- * Remember to set-up and staff an admission gate. An admission must be charged at all contests. The admission charge is: \$1.00 for K-8 students and senior citizens, \$2.00 for adults and high school students.
- * Make sure all performance rooms are properly arranged. Remove any unnecessary objects that may be used as props or may confuse participants/judges.
- * POST RESULTS FOR EACH SCHOOL SEPERATELY. It is recommended that you use large posters and place them in a large, open area. A good way to do this is to use “chart roll paper”. Hang these on the gym wall or other large areas so that everyone may see them from a distance. RESULTS SHOULD NEVER BE POSTED BY CONTEST ROOM OR JUDGE. You are asking for trouble when you do this.
- * Office workers shall be responsible for checking contestant’s time, recording, posting final ratings, and placing correct awards in envelopes. Judges will not post the final ratings. Office workers are responsible for lowering the ratings and posting the final ratings. Make sure that your office workers are aware of this responsibility.

School Award/Rating Sheet

To help with the distribution of awards, you may want to design a participant award sheet for each school.

Each school would have a sheet with a list of all of their entries. After each entry, list the names of the participant(s), the rating, and a checkbox for awards enclosed.

Attach two copies of the school award/rating sheet to a 10' x

13' top loading clasp envelope. Each school should have an envelope with award/rating sheets attached to it.

Throughout your contest day, add the appropriate awards and adjudication sheets to each school envelope. Make sure that you indicate in the appropriate place on the sheets when an award has been included in the envelope.

At the close of your contest, ask each speech coach to check the envelope (awards, adjudication sheets, etc.) and sign the school award/rating sheet. Retain one copy of this sheet for your records and give the other copy to the school.

DO NOT RELEASE THE ENVELOPE UNTIL THE COACH HAS CHECKED ALL OF THE CONTENTS!

Program/Schedule

Contact schools prior to completing your schedule. In your correspondence, detail the date by which they need to make you aware of students with scheduling needs (i.e. need early time slot, need late time slot). Time needs will not be included in the information that you download from the IESA website. Schools will need to contact you directly with this information. Again, please be specific as to when this information needs to be to you.

Have schools contact you early with scheduling requests. This will help you avoid frustration. If a school has many special scheduling needs, you may want to ask them to provide you with a sample schedule. You can then use this as a guide.

Mail the completed program to each school's speech instructor at least 10 days prior to contest. Also, mail a copy to your judges.

Emphasize that schools must contact you immediately if information is not correct.

Contest Results

If possible, fax a copy of the results of your contest to local newspapers. This will provide the news media with the information that they would need to promote your students and the students who attended your contest.

Awards

You do not have to order any awards!

Approximately three weeks before your contest, you will receive a box from the IESA via FedEx. Included in the box will be:

- * Awards
- * Adjudication sheets
- * Financial report forms
- * Funds required to conduct your contest

It is difficult to project the number of first place medals and the number of second and third-place ribbons to send to each contest so that everyone will receive his/her

award. The IESA will try to send enough awards so that everyone receives the award that he/she earned.

If you are short on awards, short your own school first, then the minimum number of other schools possible. Inform the IESA Office which schools need extra awards, and they will be sent directly to the appropriate schools. Be sure to include this information on your financial report. Any unused awards must be returned to the IESA Office and noted on the financial report form to avoid being charged for them.

Those participants who receive a Judge's Choice rating

The program should include the schedule for the day. In addition, the schedule should contain: school's location, parking areas for cars and busses, cafeteria facilities, floor plan, fan protocol, admission prices, etc.

Things to include in your program:

- Always write a welcome letter from your school.
- Map to your school and the inside plan of your school, labeled with rooms that will be used.
- Page with general contest rules, and instructions for behavior in the halls and rooms.
- Menu with prices.
- Information about buying t-shirts.

Your contest expenses should include the cost of the awards. A check for the awards used during your contest should be returned to the IESA at the conclusion of your contest.

Contest Finances

All entry fees from those schools participating in your contest will be collected by the IESA Office. A check for 95% of the total amount of entry fees for your area will be sent to you to conduct your contest.

All entries are to go through the IESA Office. **DO NOT ACCEPT ENTRY MONEY DIRECTLY FROM THE PARTICIPATING SCHOOLS.**

A financial report form will be sent to you from the IESA Office. Keep accurate record of telephone bills, contest supplies, postage, etc.

Pay judges at the end of their workday. Judge pay should begin at the start of the judges meeting. Do not pay judges for attending the meeting if they did not attend.

Please complete the financial report and send it to the IESA Office within two weeks of your contest.

If your contest runs a deficit, you may assess the participating schools based on the number of entries for each school. This can only be done after your report has been submitted and approved by the IESA Office. The proper assessments for each school will then be returned to you from the IESA if you choose to make the assessments.

You should return a check to the IESA with your financial report. The check should include 1/2 of your contest balance and THE COST OF THE AWARDS USED AT YOUR CONTEST.

*** If your contest "broke even", you still

need to send a check to the IESA for the cost of the awards used at your contest.

*** If your contest ran at a deficit, you will still need to send a check to the IESA for the cost of the awards used at your contest.

The cost of the awards are factored into your contest expenses on the financial report. However, the awards have not yet been paid for from the contest funds. You will need to return a check to the IESA for the awards that were used at your contest.

If you have any questions when completing your financial report, please contact the IESA Office.

IESA State Speech Merchandise: The IESA Board of Directors requires the sale of T-shirts and other merchandise at your contest. As a contest host, you will receive a percentage of the total sale of merchandise sold at your contest. Therefore, it is to your benefit to sell merchandise in a high traffic area (i.e., concession area, main hallway, etc.). In some cases, the IESA merchandise vendor, *The Cubby Hole*, will sell merchandise at your site themselves. In other instances, you will have to designate a volunteer to sell this merchandise. *The Cubby Hole* will contact you with this information and any further instructions. They can be reached at 1- 217-854-8511. **The merchandise should arrive to you via UPS the week of your contest.**

Please make sure that you have included the cost of the awards in the check you return to the IESA Office.

Submitting School-Issued Checks

Your check is cashed using remote deposit (it is scanned and electronically deposited). Please use the following guidelines when sending a check:

- Computer generated checks are preferred.
- Blue or black ink only.
- Print clearly.

- Do not write over the numbers located across the bottom of the check.
- Do not staple.

Tips From Past Hosts

- * Use adults to help with the contest– guarding the doors, keeping halls quiet, selling t-shirts, admission table, etc. We had parents of speech students, teachers, and people from the community help.
- * Start planning early and ask for help.
- * Be sure to have plenty of help. Student council, office help and students in speech. They are helpful as runners, room set-up and clean-up.
- * Be flexible with scheduling and always have someone double-check your work in Excel.
- * Be prepared for many calls and emails asking you to make changes to your schedule of performances– stay cool, it happens! Be prepared to reconstruct your schedule up to the last minute.
- * Hire judges well in advance.
- * Go “green” by posting the contest schedule, booklet, coaches’ instructions on a webpage. We went fairly “paperless” this year and saved by not making countless copies.
- * Have the “guest” schools email addresses. They can keep in touch advising host school as to changes ahead of time. Plus, host can inform participating schools regarding any necessary information.
- * Plan ahead. Email works great for lots of the communication.
- * Be organized with paperwork.
- * Be organized from the very beginning. It makes everything so much easier.
- * Use the staff in your building as much as you can. My staff was willing to help me out whenever needed.

IESA Speech Events and Limits

Event	# of Participants	Time Limit	# of Selections	Props
<i>Individual</i>				
Solo Acting	1	5-10 minutes	1-2	Single chair
Poetry	1	4-7 minutes	1+	Single chair
Impromptu Speaking	1	0-8 minutes		3x5 note card and a writing instrument
Original Script	1	5-10 minutes	1+	Single chair
Storytelling	1	5-10 minutes	1+	Single chair
<i>Duet</i>				
Duet Acting	2	5-10 minutes	1	2 chairs/ 2 stools/ 1 chair and 1 stool/ 1 table and 2 chairs/ 1 table and 2 stools/ 1 table and 1 chair/ 1 table and 1 stool/ 1 table, 1 stool, and 1 chair
Improv Duet	2	0-8 minutes		2 chairs/ 2 stools/ 1 chair and 1 stool/ 1 table and 2 chairs/ 1 table and 2 stools/ 1 table and 1 chair/ 1 table and 1 stool/ 1 table, 1 stool, and 1 chair
Original Duet Script	2	5-10 minutes	1	2 chairs/ 2 stools/ 1 chair and 1 stool/ 1 table and 2 chairs/ 1 table and 2 stools/ 1 table and 1 chair/ 1 table and 1 stool/ 1 table, 1 stool, and 1 chair
<i>Small Group Acting</i>				
	3-5	5-10 minutes	1	1 table and 4 chairs
<i>Chorale Reading</i>				
	9-20	6-10 minutes	2+	No props allowed

Post-Contest Details

Within a week after the contest, write a letter to each school thanking them for the consideration shown to your facilities, commending their behavior, and include the total results of the entire contest if possible.

Send your financial report form to the IESA Office. Enclose payment for awards and the IESA profit **ALONG WITH ANY UNUSED AWARDS.**

Send the following to the IESA Of-

fice with your financial report and awards:

- Judge Contact Information: Please forward the names and addresses of all your judges to the IESA Office. A form has been provided for this purpose.
- Judge Evaluation Forms: If any instructors submit their judge evaluation sheets, please forward them to the IESA Office. The IESA takes these evaluations very seriously– so please be sure to send

them.

- Judges Choice Award Winners: Please fax the complete names of those students who received a Judges Choice rating to the IESA Office within 3 days following your contest. Make sure information has been completed.

Send a note to all volunteer workers thanking them for their assistance.

Example of Contract for Judges

The Danville Diamond Grade School and Judy Martin, Oakwood, hereby enter into the following agreement.

The said Judge agrees to be present and judge Speech on Nov. 5:

Date	Day	Hour	Place	Fee	Expenses
1. November 5	Saturday	8 a.m.	Diamond GS	\$20.00/hour	-
2.					

1. The said school will pay the said official the amount stated above for his services, provided that the obligation of the school ceases if the contest is cancelled because of an epidemic or similar emergency.
2. If a contract is made during a given school year for a contest to be held during the next school year and if, in the meantime, there is a change in the school principalship, the contract is valid only if and when the incoming principal has been notified of the existing contract and he has sanctioned it or has failed to inform the judge of cancellation within one week after the notification.
3. This contract becomes invalid if not signed and returned by the Judge on or before _____, _____

Principal _____ Date Signed _____, _____

Judge _____ Date Signed _____, _____

Home Phone _____ Business Phone _____

Example of Schedule Prepared for a Judge

Room #201 ***Judge:*** McDonald (Serious Presentations)

<i>TIME</i>	<i>RATING</i>	<i>STUDENT/SCHOOL CODE NO.</i>	<i>SELECTION</i>
9:00-9:10		Jill Parker/#2	<i>White Lilacs</i>
9:10-9:20		Jack Jones/#5	<i>Sonny</i>
9:20-9:30		Maria Scott/#3	<i>The Little Dancer</i>
9:30-9:40		Derek Michael/#4	<i>Our House</i>
 <i>BREAK.....FOR.....THE.....JUDGE.....10 MINUTES</i>			
10:30-10:40		Norman Shores/1	<i>My Buddy</i>

Example of Schedule for Judge Using Session Scheduling

Judge #7 R. Green--Music Room			
Round 1	Name	School	Title
9:00-10:00	M. Larkin	BHT	<i>Hit the Bricks</i>
	Wohrley/Zenner	DIX	<i>Who's on First</i>
	Schulz/Lotter	STA	Improv Duet
	Foster/Volk	SPE	<i>Sister, You're Crazy</i>
	Chorale Reading	BG	<i>Jack</i>
Round 2			
10:10-11:10	Ricca/Pyatt	BG	<i>Her First Patient</i>
	Graze/Weller	DP	<i>The Hypnotist</i>
	Beckwith	PV	<i>Puppy Love</i>
	King/Bender	IND	<i>Black & White</i>
	Mirza/Baker	FS	Improv Duet

Example of Participant Sheet

School: <u>Warsaw</u>				
CATEGORY	STUDENT	RATING	AWARDS ENCLOSED	HOST CHECK
Hum. Mon.	Susan Franklin	II	1 Red Ribbon	X
Duet Acting	Bill Miller	I	2 Medals	X
	Jim Turner			
Chorale Rdg.	7th Grade (10)	III	10 White Ribbons	X
Speech Instructor's Signature: _____				
Host Signature: _____				

IESA Speech Contest Check List

*Contributed by Kathy Litherland, Lincoln Junior High School

- _____ Set a site and date checking any athletic and/or musical events that may conflict.
- _____ Call IESA regarding the number of schools and entries from the previous year.
Determine how many judges you will need to hire.
Start hiring judges from the approved list.
Put return date on contracts.
- _____ After judges have been hired, forward Judge list to the IESA for the assignment of the Judge Representative.
Set up signs for rooms and in the gym. Make sure that guests know cell phones and beepers should be silenced.
- _____ Arrange for food manager.
- _____ Ask for help from parents and staff.
- _____ Send letters to schools.
IESA will send all contest entry information prior to contest. Information will be sent electronically and hard copy.
- _____ Hire custodian.
- _____ Type and send judge's letter and judge materials. Mail contracts.
Develop program including:
 - Welcome
 - Directions and/or map to the building and of the building
 - Parking
 - Food options
 - Rules
 - Regulations
 - Results
 - Admission prices
- _____ Assign helpers:
 - Door people
 - Supervision
 - Office help
 - Hospitality
 - Greeters (general information)
 - Runners
 - Clean Up crew
 - Admission gate
- _____ Schedule entries (watch for double and triple entries)
- _____ Send programs to schools including a list of their entries and times.
- _____ Resolve conflicts
- _____ Instruct helpers in writing
- _____ Contest day notify judges of cancellations. Resolve conflicts. SMILE!
- _____ Write thank you notes to all concerned.
Submit to IESA Office: financial report, excess medals and ribbons, judge evaluations, and Judges Choice award forms.